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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Acting Director of Logistics

DATE: 3 April 1963

FROM : Chief, Printing Services Division,  
Office of Logistics

SUBJECT: Activity Report for March 1963

1. GENERALa. Plant Operations - (continued item)

The incoming workload increased during the month of March. The backlog of NIS work has been due to the Division policy to work only a minimum amount of overtime. However, it has been necessary to begin using a large amount of overtime to start reducing this backlog in order to complete all required sections by the end of the fiscal year. The Division has an unusual amount of rush jobs processing which has slowed down regular work.

2. OTHER ITEMS OF INTEREST

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a. Conversion of [REDACTED] Publications to Offset Printing - (continued item)

Construction of prototype apparatus for preparation of offset masters directly from five channel input tapes is now in progress at [REDACTED]. Funds in the amount of \$28,000 were made available for this project by [REDACTED] at the request of [REDACTED] Acting Chief, [REDACTED] and concurrence of the Chief, Printing Services Division. Technical responsibility for the project is shared by PSD and the Automatic Data Processing Staff. Upon completion of the prototype in approximately eight weeks, a new pilot program will be initiated. Meanwhile, the present pilot program has been extended to include some offset pages in each daily book and consumer response continues to be favorable.

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b. Preparation of NIS Manuscript by the Use of Paper Tape (continued item)

Specifications for flexowriters to be used by NIS contributors in supplying PSD with "customer-prepared tapes" have been completed. [REDACTED] funds will be requested for the purchase of two of these machines for the Office of Basic Intelligence to use in a pilot program. Meanwhile, development of specifications for the apparatus to be used to convert the customer tape to type-setting tape continues. Present studies indicate that it will be possible to convert the tape on a single machine for use with either metal casting machines or photocomposing machines and thus simplify the job of phasing over to photocomposing on some NIS work when this becomes practical.

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c. Study of Procedures in Preparing and Printing National Intelligence Surveys - (continued item)

Due to the necessity of assigning additional personnel to proofread NIS material in Plant No. 2 this study has been temporarily delayed. The staff assistant who was making the study has been temporarily assigned to Plant No. 2 and will continue the study as soon as this detail is completed.

d. Printing Services Division Seminar - (new and completed item)

The Division conducted the sixth Printing Services Seminar on 26, 27, and 28 March 1963. This was the first session held in the headquarters building. There were 29 students in the class and the reaction to the material presented was favorable.

e. Recruitment of New Employees - (new and completed item)

The Chief, PSD Administrative Staff, accompanied one of the Office of Personnel recruiters to two high schools in the Alexandria, Virginia, area to discuss positions in the Division with graduating students. This was an opportunity to give detailed information to students interested in printing and also to the guidance counselors in order for them to answer student's questions.

f. Meeting of the GPO-Departmental Electronic Printing Committee - (continued item)

✓ On 26 March 1963 the Division Chief attended a meeting held by the Chairman of the GPO-Departmental Electronic Printing Committee at the Government Printing Office. This is the committee previously headed by the Staff of the Joint Committee on Printing and now transferred to GPO chairmanship. The committee is advising and assisting the GPO in installing an electronic printing program.

g. Travel - (continued item)

✓ (1) The Plant No. 2 Press Foreman attended two days of the meeting of the Lithographic Technical Foundation Research Committee in Chicago, Illinois. Problems with presses, ink, and paper were discussed.

✓ (2) The Division Electronic Mechanic attended the annual Convention and Exhibition of the Institute of Electrical Engineers on 26 and 27 March 1963 at New York City, New York. This event is the only complete assembly of the electronics and electrical industry in the country.

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h. Overtime - (continued item)

The Division worked a total of 1,620 hours of overtime during March compared to 215 hours worked in February. The Division has worked 7,905 hours of overtime in FY 1963 compared to 5,878 hours worked for the same period in FY 1962.



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